



Date Adopted: 05/13/1991

Date Revised: 06/19/2001

Title: Finance Technician I / II

FLSA: Non-Exempt

General Purpose:

To perform a variety of responsible technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions.

Distinguishing Characteristics:

Finance Technician I - This is the entry level class in the Finance Technician series. This class is distinguished from the Finance Technician II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Finance Technician II - This is the full journey level class within the Finance Technician series. This class is distinguished from the Finance Technician I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Finance Technician in that the latter is responsible for more complex and specialized finance functions such as payroll and project accounting.

Supervision Received and Exercised:

Finance Technician I

Receives immediate supervision from the Finance Manager, and may receive technical and functional supervision from a higher level Finance Technician position.

Finance Technician II

Receives general supervision from the Finance Manager.

May exercise technical and functional supervision over less experienced accounting clerical personnel.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, business license, fixed assets, and purchasing functions.

Maintain the necessary accounting records to support processed transactions related to area of assignment; prepare documentation of transactions; prepare and make bank deposits.

Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.

Analyze and reconcile a variety of journals, accounts, reports and records; prepare journal entries and general ledger reconciliation.

Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department upon completion of assigned process.

Prepare technical reports and documentation related to area of assignment; compile and prepare reports based on state and federal requirements.

Prepare and maintain computerized financial spreadsheets on a personal computer for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing information and financial records.

Classify receipts and expenditures and record them to the appropriate accounts, funds, trusts, etc.; reconcile ledgers and accounts.

Balance financial information system controls; balance and post cash receipts, payments and registers; and balance various other statistical and financial transactions with source documents and controls.

Provide technical support to the Finance Manager; research and compile technical information related to area of assignment.

Respond to questions and concerns from operating departments regarding area of assignment; correct problems in documents as necessary; explain processes and systems to city employees and vendors.

Compose routine correspondence related to area of assignment.

May provide technical and functional supervision over assigned accounting clerical personnel; may perform back up to the payroll function as needed.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Minimum Qualifications:

Finance Technician I

Knowledge of:

Modern office practices, methods, procedures and computer equipment.

Ability to:

Learn methods, practices and terminology used in accounting clerical work.

Post and to make mathematical computations rapidly and accurately.

Learn pertinent rules, laws and policy regarding accounting methods.

Learn computer based accounting system.

Type accurately at a speed necessary for successful job performance.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Training and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grad

Experience: One year of responsible clerical or office experience.

Finance Technician II

In addition to the requirements for the Finance Technician I:

Knowledge of:

Pertinent rules, laws and policy regarding accounting methods.

Ability to:

Perform journey level accounting clerical work such as accounts payable, accounts receivable, business license, or purchasing.

Compose routine correspondence.

Research and compile technical and financial information.

Independently use a computer based accounting system.

Training and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by college level course work in business, accounting or a related field.

Experience: Three years of experience performing duties similar to the Finance Technician I with the City of Dublin or two years as a Finance Technician I with the City of Dublin.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; remember personnel rules, legal and code requirements; explain and interpret codes, policies and procedures; and interact with City management, other governmental officials, contractors, vendors, employees and the public.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.